

Symposium Quick Sheet

I'm Giving a PowerPoint Lecture, How Do I...

» Find the Floating Tools Toolbar?

The easiest way to get the floating toolbar, where several common pen, pointer, and mouse tools are located is to press the tools button on the top left-hand corner of the Display.

» Use the Pen to Mark Up My Slides?

Pick up the pen tool to activate it. Once it is active, the pen will glow blue. You can select the pen "ink" colors from either the Display or the Floating Tools Toolbar.

» Erase the Markup?






Using either the pen or the mouse, select the Eraser tool from either the Display or the Floating Tools Toolbar.

» Undo Extensive Markup?




Use the undo button on the Floating Tools Toolbar.

» Use the Highlighter?

From the Floating Tools Toolbar, click the yellow highlighter.

	The Tool button on the Display
	The Pen button on the Floating Tools Toolbar
	The Eraser button on the Floating Tools Toolbar
	The Undo button on the Floating Tools Toolbar
	The Highlight button on the Floating Tools Toolbar

I'm Responding to Student Questions, How Do I...

	The Notebook button on the Display
	The Full-Screen button on the Notebook Toolbar
	The Add Page button on the Notebook Toolbar

» Get a Virtual White Board?

You can open Notebook, a virtual white-board application, by pressing the Notebook button on the top-left hand side of the Display.

» Switch to Full Screen View?

To switch to full-screen view, click the full screen button on either the Notebook Toolbar or the Floating Tools Toolbar.

» Add a New Notebook Page?

To get a new blank workspace without erasing your previous work, simply click the Insert button on the Notebook Toolbar.

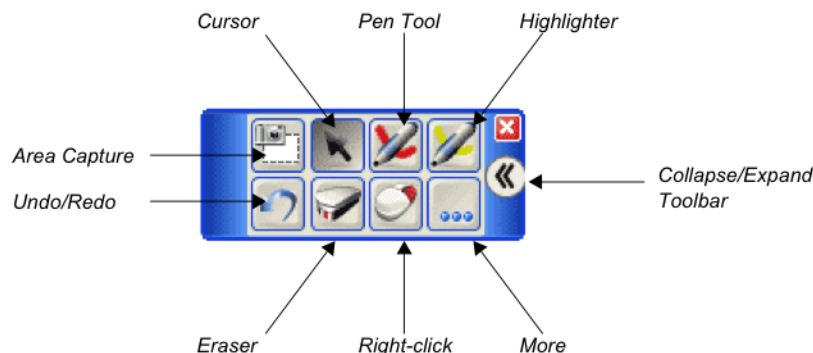
» Mark up a Notebook Page?

All other tools, including the pen and eraser, work just as they would when you are giving a PowerPoint lecture. You can find a quick reference list of other Notebook tools on the back of this sheet.

The Floating Tools Toolbar

The features you use most are literally at your fingertips with the Floating Tools toolbar.

To launch the Floating Tools, select the SMART Board™ icon located in Windows Notification Area at the bottom right of your screen, and choose **Floating Tools** from the SMART Board Tools menu.



Notebook Software Toolbar

The Notebook™ software toolbar gives you access to a number of tools to help you work with your Notebook file. By default, the toolbar appears at the top of the Notebook page. If you prefer to sit, or are working with young students, it may be more convenient to move the toolbar to the bottom of the page. To do this, press the down arrow on the far right of the toolbar.



Button	Use this tool to	Button	Use this tool to
	display the previous Notebook page		select any object on the page with your finger or mouse
	display the next Notebook page		write or draw on the Notebook page with the pen tool
	insert a blank Notebook page directly after the active Notebook page		write or draw on the Notebook page with the creative pen tool
	open an existing Notebook file		erase digital ink on the Notebook page
	save your Notebook page		draw a line
	paste copied object(s) into a Notebook file		create a shape
	undo the last action you performed		create a text-entry box for typing
	redo the action you performed		set the color of a drawing tool or selected shape
	delete any selected object		set the transparency of a drawing tool, a selected shape or an object
	show/hide the Screen Shade on the current Notebook page		select the line properties of a drawing tool or selected shape
	open Full Screen view		move the toolbar to the bottom of the Notebook page
	launch the Screen Capture toolbar		

The Sympodium hardware and software has numerous other features, including digital pointers, screen captures, and the ability to save Notebook pages. If you have questions or would like training, write to help@rx.umaryland.edu.